

Montana Children's Trust Fund Grants Meeting  
June 19, 2013

Present: Betty Hidalgo (chair), Roberta Kipp, Jamey Peterson, Joanne Eder, Nicole Johnson, Vicki Turner, Patty Butler, Lisa Stroh, Jennifer Garson, Ellen, Bart Klicka, Teresa Longard, Mary Gallager, Stacy

Notes taken by Jennifer Deherrera

Minutes:

- Betty stated she wanted to only go over the grant instead of Board Business.
- Ellen discussed activities for writing the grant process.

Focusing on the activities

The update there is 2 documents that were sent out to everyone.

See CDC grant outline of goals and objective

1. Logic model revised

- Inputs
- Strategies-has assessment and data. Collaborating with more people.
- Nurturing program and parent aid from Teresa and Stacy
- Common language ( not only words)
- Fill in the gaps of data

2. Was not mentioned

**Discussion of CDC grant:** Ellen started the discussion with focusing on the activities for the grant.

Document CDC grant outline of goals and objective (and some actions) The 2 evaluators from Jackson Wyoming are helping and are experienced with Grant. They have worked with Safe Schools here in Helena. They have helped to shape this grant outline. They have asked to come back with specifics on what to focus on.

Bart stated about some specific activities to do. Suggestion that from previous work in the first year planning phase the more specific you are that as you collect data plans may shift but need to focus on this grant funding.

Two Specific areas:

- Identify employee's effective strategy across sectors that promote SSNRs: Chosen from active. Can look at expanding that project and collaborating with more people to make more compelling by building on what we already have. Ellen is asking if anything else on the evidence based list. Ellen added: the Livingston program the parents as teachers into some of the narrative. Nurturing program and parent aid prepping model –Teresa.
- Establish state level policies to promote SSNRs such as: What policies to look at/supporting. Mary said there is a bill introduced as ASIS to educate its programs and has funding to do so. May look at arching. Only how companies incorporate ASIS into their programs. Mary will get information on this. Bart says brainstorming is much needed at this point. Box number 4 may be borrow some language for some activities to do. Jamey will send out the senate bill for everyone to view. Suggested it could be changed policies and different programs and Betty agreed. Just the portion of the bill that says the notion that agencies will educate themselves on ASIS.

All this information needed by 06/20/2013.

Sara – Betty discussing the bill to discuss the language. Jo Ann in word proposal suggested training parents to be advocates. Already has design program to allow. Plug in parents to help parents to be more active. Parent support groups. Evidence based model where there is parent advocates. Pairs unite with parent information center dealing with special education kids and issues. They were meeting with DPHHS staff to see where parents could be plugged into the process and give feedback. Would like to invite parents apart of this organization to be apart. The word proposal with Pluck which is an implementation grant.

Bart: Brainstorming phase outcomes: training parents as advocates? Where is this mapping on to one of the potential outcomes or do we need to potentially add one? If so is it a long term or short/medium?

It was said it could be all three. Short term could be done easily then to the big one by changing state policy? Will it map out on the current logic or need to add some. Decision: will need to add.

Bart is looking at box A could be considered Nontraditional partners in outcome. Would want to have them in the long term in the 5 year goal. Was not seen in the short term or medium. (parents and family) Was decided was needed in all.

Ellen- Under medium outcomes Power up speak out developing a common language. Area needed to be flushed out.

Joann mentioned a program we are involved in it's the Robert Wood Johnson 'power up and speak out'. It's a program through the school through the health department through the domestic sexual violence program. Developing a common language taking it to all groups throughout the state in middle schools (boys and girls club). It's a common language. Treating violence as a disease. Kelley Heaton is the Executive Director, DSVS in Red lodge. Will add her to the impact panel. Also they have a very effective team working throughout 3-4 counties. Already have projects that can build on.

Directed to Sara- What are the different Bureaus what are the common language commonly used have an extensive acronym list to communicate and not miss out. No common language yet. Decided yes on needing a common language on this. Ellen said a common assessment. Bart states that different sectors use different things. Even though different people use different assessment tools that they would assess for safety stability with in relationships and environments. Couldn't move to the same assessment tools. Need to fill in the gaps of data which is the short term. Will wait to discuss this on a later date. Bart says in developing a common language what is needed. How will this be done in a conference in meetings or having a small group that's trains everybody? Mentioned to gather people together to find a common language with a larger group. Patty said to outline strategies and that common language is not only words but goals as well. Inclusive group information stage first will be needed to agree on common language was asked by Ellen. Feedback cycle Jamey states to tailor the messages to different communities and to develop how to deliver the message including training the parents to go into their communities. Sara found some policies are in the 'essentials for childhood'. Sara suggested to Increase policies that would increase pre k. Sara states this from the policy section in the essentials of childhood document. Said the governor would support as well. Suggested to take some broad policies for this grant. Could partner with the OPI graduation matters. Ellen asked if everyone is comfortable to move on. Everyone was ok to continue.

Ellen said may not get to defined policies. Anything we have from today's meeting immediately goes into the loop states Ellen. Ellen sent out the grant approach. It was not merged but did find out that we were on the same page. On page 18 and 19 trying to plug in more data. Plug in the information from

the CDC document called grant approach. Looking for if everything fits in the Action Items. Looking at goal one adapting a statewide vision and how to develop a vision. Do you see this as a conference or a community group? Need to bring a lot of people to the table to bring it all together. Need more information before we can create policies. We need a facilitated conversation in smaller groups then bringing a larger group. Bart said to host a one day facilitated discussion to begin the process of this work. Collective impact team and others would be invited to this facilitated discussion. The more specific the better and have a better idea on how to get the grant funding. Discussed to over arch that relates how companies incorporate ASIS. Action items questioned do you see this as a larger group? Policies that affect many children and families need to bring people together. To also come up with a common language. Happening in the middle January or February for work plan. Jo Ann to have through the trust fund. To convene in a group to do local visioning. To have as a half day workshop to get everyone's vision. Best beginnings advisory council, public health. Grantees are very committed. Have in the fall then in the spring. To explain the best beginnings council to help the application. It is community based. Looking for evidence based information. It's an organization that can carry a message it is large based. Explain in narrative the Best Beginnings due to having so many different partners. Patty will write a couple paragraphs in regards to Best Beginnings and send to Ellen.

On Monday need to have CV, MOU and organizational capacity. Question on template on who these letters need to go to? Richard Oper? Applying to the CDC. Decision to put the CDC on the letters. Putting together a template. MOU 1. Child abuse 2. Children's trust fund 3. Violence org prevention.

Commitment of support template. Will send Joann and Jeff's template. Bart will have a letter Friday at the latest. CD or resume from everyone on the leadership team. Letter of commitment naming your organization

Logic model, evaluation section, capacity section of the grant will be sent out tomorrow for comments and suggestions. How to show the department has a lot experience.

Need a template or revision. Narrative background and narrative approach is needed.

Have each division to give a paragraph each on. See organizational cap to execute the award. Jamey printed off 2013 biannual report to help with the organizational capacity which talks about impacts and capacity.

F.1. Patty will submit a paragraph.

Call Diana Frick for help to create the grant do to she is creating one now as well. Patty will also help tomorrow.

Discussed that its ok to put in links. Example: 2013 biannual report.

1985 been putting in grants since than with DPHHS.

Priorities to get templates and resumes. Jamey will do the letter of commitment.

Clarified need MOU from Stacy. Sharing Data sharing partnership connections, resources, committing to community state wide event.

Meeting adjourned at 5:20.

Next meeting starting immediately for Budget.

## Budget Meeting Discuss the Grant

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Notes taken by Jennifer Deherrera

Discussion: Proposal was given to everyone but was discussed it's not the final.

The grant goes up to 200,000 proposed only went up to 180,000.

Open Discussion: Jo Ann understands the difference between the children's trust fund under DPHHS vs. what is their responsibility? The project coordinator oversees and comes from children's trust fund.

DPHHS would get progress reports and finances. Board would hire through contract. DPHHS would only commit . Katlynn's grant for a part time. Budget is put in as a full time employee. Lisa asked if full time contracted that not current employee but familiar with state apparatus. Part time at director level would be the liaison and voice of that department. Question if will be funded. It would be only on this grant. Looking at training and outreach as well for budget. Grant would also be approved for 5 years so one person is capable of completing the grant was stated from Patty. Jamey and Patty discussed wages will not be 73,000 they see 50,000 to 60,000 a more reasonable annual salary, so then there's budget left. Work is not directed if contracted if DPHHS there's accountability processes. Pros and cons to each contracted and DPHHS for this grant. Never had one person complete a grant this big. Betty mentioned to run this grant through THRIVE.

How to address the problems with in DPHHS

- Inherit confusion and conflict in the prevention office.
- Report to you the functions of grant and have nothing more.

Goal to report to the board and has the level of independence. Lisa stated to hire contracted but we would have to be very specific to accessibility to report back. Children's trust fund to be more independent. Patty is unsure if Richard will sign off grant if hire contractor. Jamey said DPHHS employee would report to leadership team. Clarity would have direct accountability and would need an organization. Stated that Children's trust fund is who employee would work with. Roberta said everyone is spread out and is not able to run to Helena to agree with Jo Ann of not being able to be a supervisor at this time. Patty found that Children's Trust Fund will be the organization to supervise this grant. Lisa agrees with all parties . Would like a middle ground. Need to be specific so they're not doing their own thing. Mary is hesitant with administrative staff. Patty said to request to have a meeting to work closely and develop a better relationship. If awarded the grant should invite director's office. Lisa states that he is unwilling and if put it off till grant is awarded it will be too late. Also advised not to hire through DPHHS and hire contractor. Grant is due in a couple of days. Clarified board members so everyone was able to voice their opinion. Stated these conversations are healthy from Patty and hopes that were doing this for the right reasons. Also advises to keep with DPHHS.

Put down expectations in the beginning so there would be no disappointments. Will also be able to see Lisa's work for the grantee meeting.

Meeting Friday August 16 and will add another day as well. Betty will look for a place to stay and want to have a facilitator. Considering Red Lodge. Betty ask that everyone write down thoughts of what to cover for an agenda. It was noted that strategic plans will need to be followed up and will be put into English.

Patty made the motion to:

- Patty moves to go forward DPHHs to be the employer for management. Amended members of the DPHHS hire Children's trust fund be on the comity to be on the hire board.
- Moves to Children trust fund work with DPHHS for interview board.